

**ADDENDUM SIX
TO THE REQUEST FOR PROPOSAL (RFP) FOR
DISEASE PREVENTION AND HEALTH PROMOTION (DPHP) PROGRAM**

The purpose of this Addendum is to amend the following areas related to the Disease Prevention and Health Promotion Request For Proposals and to provide the Disease Prevention and Health Promotion (DPHP) Questions and Answers received through April 5, 2016 regarding the release of this Request For Proposals (RFP):

Request For Proposals – Disease Prevention and Health Promotion (DPHP) – RFP only
7.3 RFP Timetable – the time zone for the Proposal Due Date has been revised to the current **Pacific Daylight Time**.

Request For Proposals – Disease Prevention and Health Promotion (DPHP) – RFP only
Cost Proposal Format, Sub-paragraph 7.9.3.5.3 has been revised to read as follows:

7.9.3.5.3 Proposer shall submit a separate budget narrative for each DPHP Service Program Proposer plans to provide during the Contract term.

Appendix D (Required Forms)

Appendix D (Required Forms) Exhibit 26 (Minimum Mandatory Qualifications Evidence-Based Analysis Form) was updated to provide further clarification on the completion of this form. The form has been revised to instruct Proposer to complete this form for EACH proposed Evidence-Based Program submitted in response to this solicitation. If Proposer is proposing one Evidence-Based Program, only one completed form is required. This revised Exhibit is now available on the CSS website.

**QUESTIONS AND ANSWERS
TO THE REQUEST FOR PROPOSALS (RFP)
AAA-DPHP-1620 RFP
FOR THE PROVISION OF
THE DISEASE PREVENTION AND HEALTH PROMOTION PROGRAM (DPHP)
Posted: April 7, 2016**

Question #1: I wanted to research the [Disease Prevention and Health Promotion (DPHP) Request For Proposals (RFP)] bid, but did not see any document attached to the Los Angeles County online site.

Answer #1: The Los Angeles County online site serves only to provide information on the DPHP RFP. To access the solicitation, please go to www.css.lacounty.gov and select “*Business Opportunities with CSS/Doing Business with CSS*”.

Question #2: Regarding Sub-paragraph 2.1.2.2.1 (Estimated Annual Program Contacts) of the RFP:

- (A) Does “Contact” include live touch, such as in-person outreach, discussion, or telephonic contact that is designed to engage eligible individuals in the Program?
- (B) Does Contact include materials distributed regarding Program Services?
- (C) How many Contacts, or Units of Service are counted if an eligible individual attends a 2.5-hour long Evidence-Based Program session?
- (D) What type of data collection regarding the Contact is required (e.g., name, zip code of residence)?
- (E) With regard to “Contact” – most of the Evidence-Based Programs have more than one (1) session per workshop. For example, a Program might have six (6) sessions in one (1) workshop. Would that be considered six (6) Contacts or one (1) Contact?

Answer #2:

- (A) A Contact is reserved for Clients enrolled in the DPHP Program only. Once an individual is enrolled, live touch, in-person outreach, discussion, or telephonic Contact is permitted as long as the interaction was made with a Client enrolled to receive Program Services.
- (B) No, materials distributed may not be considered a Contact.
- (C) For this example, one (1) Unit of Service accounts for a 2.5-hour long Evidence-Based Program session.
- (D) Section 10.1.5 of Appendix A (Statement of Work (SOW)) provides a listing of required data collection information that will be collected in monthly summary reports.
- (E) In the scenario presented in this question, each session could be considered a Contact with an individual enrolled as a Client. Therefore, this case would be considered six (6) Contacts.

Question #3: Regarding Sub-paragraph 7.9.3.5.3 (Proposed Budget for Disease Prevention and Health Promotion Program) of the RFP - Does a separate budget narrative need to be provided for each Program Area (e.g., one for Chronic Disease Self-Management Program, one for PEARLS, and one for Matter of Balance) that Proposer is including in their plan for the County of Los Angeles?

Answer #3: How Proposer submits the budget narrative will depend on how Proposer plans to submit its proposal. For example, if a Proposer plans to submit one (1) proposal for one (1) Evidence-Based Program (e.g., *Care and Health Fitness*) which consists of more than one (1) Program Area (e.g., Mental Health and Fall Prevention), then only one (1) budget narrative, one (1) Appendix D (Required Forms) Exhibit 24 (Proposed Program Services for Disease Prevention and Health Promotion Program Services) form, and one (1) Appendix D (Required Forms) Exhibit 25 (Proposed Budget for Disease Prevention and Health Promotion Program Services) form shall be submitted in its proposal submission. However, if a Proposer is submitting more than one (1) proposal each to include an Evidence-Based Program with its own Program Area/s (e.g., one (1) proposal for *Safe and Secure* consisting of Medication Management; one (1) proposal for *Smile* consisting of Mental Health; and one (1) proposal for *Reach* consisting of Chronic Disease Self-Management), then separate budget narratives, separate Appendix D (Required Forms) Exhibit 24 (Proposed Program Services Disease Prevention and Health Promotion Program Services) forms and separate Appendix D (Required Forms) Exhibit 25 (Proposed Budget for Disease Prevention and Health Promotion Program Services) forms shall be submitted for each proposal submission of an Evidence-Based Program. In either example listed above, each individual proposal submission shall not exceed the estimated total annual funding for DPHP Services for Fiscal Year 2016-17 of \$340,000.

Question #4: Regarding Sub-paragraph 7.9.2.4.4.1.3 Subsection A-1 (Proposer's References) Appendix D (Required Forms) Exhibit 4 (Proposer's List of Terminated Contracts) of the RFP:

- (A) How is "terminated contract" defined?
- (B) If we have contracts that ended, and they weren't terminated for any reason other than the fact that they expired, shall those contracts be submitted on Appendix D (Required Forms) Exhibit 4 (List of Terminated Contracts) as well?
- (C) Do you want a listing all types of contracts we've had or a listing of specified contracts especially for this RFP?

Answer #4: (A) A terminated contract is a contract that ends prior to the contract term expiration date for reasons that may include, but is not limited to, non-compliance, lack of available funding, etc.

- (B) Yes, Proposer shall include a list of contracts that terminated as a result of contract term expiration.
- (C) Yes, as stated on Appendix D (Required Forms) Exhibit 4 (Proposer's List of Terminated Contracts), please submit a listing of all contracts that terminated within the last ten (10) years.

Question #5: Regarding Sub-paragraph 7.9.2.5.7 Subsection B-7 (Service Provision) of the RFP:

- (A) Are individuals who are counseled under eligible Evidence-Based Programs counted as Unduplicated Clients?
- (B) Can Contacts be duplicated?

Answer #5: (A) No, Unduplicated Clients as defined in Appendix C (Sample Contract) Exhibit P (Definitions) are individuals who meet the eligibility requirements outlined in Exhibit A (Statement of Work) and who are counted only once within the Fiscal Year for reporting purposes." For the purpose of this Contract, a Client as defined in Appendix C (Sample Contract) Exhibit P (Definitions) is an Older Individual (age 60 and above) and is **enrolled** in the Evidence-Based Disease Prevention and Health Promotion Program. Thus, individuals who are counseled and not enrolled under eligible Evidence-Based Programs are not considered a Client and shall not be counted as an Unduplicated Client.

(B) A Contact may be duplicated as long as the interaction was made with a Client to provide Program Services.

Question #6: Is today (March 31, 2016) the only remaining opportunity we have to ask questions about the DPHP RFP?

Answer #6: No, the deadline to ask questions has been revised to Tuesday, April 5, 2016 (see Disease Prevention and Health Promotion (DPHP) Request For Proposals (RFP) - Addendum #5 on the CSS website at www.css.lacounty.gov and select "*Business Opportunities with CSS/Doing Business with CSS*"). Proposer shall submit questions to County in the manner specified in Paragraph 7.5 (Proposer's Questions) of the DPHP RFP.

Question #7: Regarding the page limits and electronic copies of submitted proposal/s in Paragraph 7.8 (Preparation of the Proposal) of the RFP:

- (A) Since the page limitations do not apply to Exhibits or other attachments. What type of attachments are acceptable?
- (B) Shall I submit two (2) of copies of the submitted proposal on one (1) flash drive or one (1) copy of the submitted proposal on two (2) flash drives?

Answer #7: (A) An example of an acceptable attachment can be found on Appendix D (Required Forms) Exhibit 26 (Minimum Mandatory Qualifications Evidence-Based Analysis Form). This form specifically requests references and supporting documentation in response to this form. The additional documentation is not included in the page limit requirement.

(B) Sub-paragraph 7.8.2 states “Proposer shall also store a clearly legible copy of the proposal on either a thumb drive or flash drive and shall submit two (2) electronic versions of the proposal (i.e., Proposer shall submit two (2) thumb drives containing the proposal). The submitted electronic version of the proposal shall be in the form of a PDF/scanned document; Word or Excel version of the proposal are **not** acceptable.”

Question #8: Regarding Sub-paragraph 7.8.3 (Preparation of the Proposal) of the RFP – Are the guidelines within this Sub-paragraph for including the footer information to identify each page required on all of the attachments and Required Forms as well?

Answer #8: No, the required footer information mentioned in Sub-paragraph 7.8.3 (Preparation of the Proposal) is not required on attachments or Required Forms.

Question #9: Regarding the Solicitation Requirements Review – will you please provide clarification on that subject?

Answer #9: Paragraph 7.4 (Solicitation Requirements Review) in the DPHP RFP provides an explanation of this Review.

The deadline to submit a request for this Review is within ten (10) business days of the issuance of this solicitation.

Question #10: Are there any general areas of the RFP that we should be careful to note or particular types of caveats to look out for in preparing our proposal for submission?

Answer #10: In preparation of your proposal, it is imperative that the Proposer addresses all areas requiring a response. Also, a Proposer should be careful to avoid other common pitfalls such as non-submission of required documents, incomplete documents, unsigned or un-dated forms, a signature on a form not matching the name on the Board Resolution or submitting a form that includes "N/A" or "Not Applicable" instead of an explanation of why the form is not applicable.

Question #11: Regarding 7.9.1.11 Section H (Required Forms and Documentation) of the RFP – During the DPHP Proposer's Conference on March 31, 2016, County representatives indicated that the authorized official should be referenced in Appendix C (Sample Contract) Exhibit F (Contractor's Administration). Exhibit F (Contractor's Administration) is part of Appendix C (Sample Contract), which is not included in the list of Required Forms or documents to be completed for the proposal packet. Do the Exhibits in Appendix C (Sample Contract) need to be completed and submitted as part of the proposal? If so, which section of the proposal packet would they be required in?

Answer #11: No, Appendix C (Sample Contract) Exhibits are not required documents to be submitted for the DPHP proposal submission. This form will be required once the successful Contractor has been determined and the contract process begins. County representatives were emphasizing the fact that the authorized signer indicated on the Board Resolution must match the signature on Appendix C (Sample Contract) Exhibit F (Contractor's Administration) at the time of contract execution.

Question #12: Is there a checklist for Proposers to follow in the preparation of proposal submission?

Answer #12: No, there is no checklist available for proposal submission; however, there are clear outlines to follow in terms of what shall be submitted in the proposal in the DPHP RFP Sub-paragraphs 7.9.1 Minimum Mandatory Qualifications Format; 7.9.2 Business Proposal Format; and 7.9.3 Cost Proposal Format.

Question #13: If an agency that is considered the lead in the community is currently working with a number of agencies for the delivery of Services, would it be considered a conflict to provide Services in the same area as the lead agency? Is the County looking for a Contractor with a license to propose for this solicitation as we are trying to work out the details of our operations with the lead agency?

Answer #13: Only one (1) successful Proposer will be selected for this contract to serve all of Los Angeles County. There would be no conflict with regard to providing Services. The decision to propose or not for this RFP is at the discretion of the potential Proposer. If the successful Proposer who enters into a contract with County chooses to subcontract Services for the DPHP Program, County will allow such an agreement providing it meets the requirements in Appendix C (Sample Contract) Paragraph 8.40 (Subcontracting).

Question #14: Regarding Section B (Proposer's Background and Experience), RFP Sub-paragraph 7.9.1.5.1 with regard to "... or providing services which are substantially similar to those stated in Appendix A..." What do the words "substantially similar" mean? Does this refer to the content of educational programs (e.g., a fitness intervention that is similar to, but not among those listed in, Appendix B (Statement of Work Exhibits), Exhibit 5 (Description of Program Areas), or implemented (e.g., a program not included in the Program Areas listed in this RFP, but which requires Administration on Community Living (ACL) certification or would meet the standards for such certification, including Peer-Review Journal references, community implementation, adherence to specific protocols, etc.)?

Answer #14: For a Proposer's years of experience to qualify for the DPHP Program, Proposer must have provided a Program that is comparable to the Specific Work Requirements listed in Section

10.0 of Appendix A (Statement of Work (SOW)). The Program submitted in response to this RFP is required to address at least one (1) of the Program Areas listed in SOW Sub-sections 10.1.1.1 through 10.1.1.5. The proposed Program submitted in response to this RFP is not required to be identical to the examples provides in Appendix B (Statement of Work Exhibits) Exhibit 5 (Description of Program Areas) as long as it is similar or comparable to the examples listed and would meet the Evidence-Based standards set by the ACL and the California Department of Aging (CDA) as stated in (Appendix A (Statement of Work) Sub-paragraph 10.1.3.

Question #15: Regarding Appendix D (Required Forms) Exhibit 24 (Proposed Program Services for Disease Prevention and Health Promotion Program Services) and Exhibit 25 (Proposed Budget for Disease Prevention and Health Promotion Program Services) - We were unable to locate these forms in the document that we downloaded from the CSS website. Are these forms to fill out or are we to construct our own format/narrative?

Answer #15: Appendix D (Required Forms) Exhibit 24 (Proposed Program Services for Disease Prevention and Health Promotion Program Services) and Appendix D (Required Forms) Exhibit 25 (Proposed Budget for Disease Prevention and Health Promotion Program Services) can be found in Addendum #2 on the CSS website at www.css.lacounty.gov and select "*Business Opportunities with CSS/Doing Business with CSS*". As stated in the DPHP Proposer's Conference on March 31, 2016, and as stated in Sub-paragraph 4.4 (County's Right to Amend Request For Proposals), it is in Proposer's best interests to check all posted addenda on the CSS website to ensure Proposer is aware of all revisions and updates.